



State Council on Developmental Disabilities

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STATE OF CALIFORNIA

Edmund G. Brown Jr.
Governor

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July 1, 2015

Julie Lee
Office of the Governor
California State Capitol
Sacramento, CA 95814

Re: Review of the Designated State Agency

Dear Ms. Lee:

The State Council on Developmental Disabilities (SCDD) is an independent body created by federal law and supported by federal funding through the Administration for Intellectual and Developmental Disabilities within the U.S. Health and Human Services Agency. The Developmental Disabilities and Bill of Rights Act, P.L. 106-402, Section 125(c)(6) requires Councils to periodically review their designated state agency (DSA) and activities and recommend changes to the Governor, as appropriate. The DSA is to support a council with accounting, financial management, personnel, and other reasonable support services. California Welfare and Institutions Code Section 4530(a) designates the California Health and Human Services (HHS) Agency as the DSA for SCDD. HHS identified the Department of Social Services (DSS) as the entity within Agency able to provide these administrative support services. SCDD has a contract with DSS for these services. This is the periodic review of those services.

In short, SCDD reports that the supports provided by the DSA are appropriate and exceed expectations in many areas. SCDD currently recommends no changes.

In detail, the federal government asks state councils to evaluate a DSA along the following criteria:

- There is a memorandum of understanding in place between HHS and SCDD detailing the expectations of both entities. This meets expectation.
- DSS is not a department that provides services to individuals with developmental disabilities. This meets expectations.
- Each item of the contract with DSS has been evaluated (see attachment).

"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."

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- There have been no efforts by the DSA to interfere directly or indirectly with SCDD programmatic activities. This meets expectations.
- DSA has continued to provide the agreed supports in a timely manner independent of any policy or programmatic position taken by SCDD. This meets expectations.
- There is a history of prompt processing of payments and contracts by DSS. This meets expectations.
- The value of the services exceeds the amount paid by SCDD for those services. This difference constitutes the state's match, which is required by federal law. This meets expectations.

Moreover, HHS has gone above and beyond during this last review period to support SCDD as the federal government while on "high risk" reimbursement status. HHS assigned additional staff from the Department of Child Support Services (CSS) to assist with this workload. HHS, DSS, CSS, SCDD, and the Department of Finance have worked collaboratively over the past year to manage the receipts and cash flow with as little interruption as possible. We applaud their efforts.

SCDD recognizes the value of the services provided by the DSA. We appreciate HHS' role in distributing information regarding federal law and the federal limit on how much SCDD may pay for these services. HHS has been an excellent DSA in supporting SCDD's role to help Californians with developmental disabilities achieve self-determination, independence, productivity, inclusion, and community integration.

Should you have any questions, please do not hesitate to contact me at 916-322-1284 or by e-mail at Aaron.Carruthers@scdd.ca.gov.

Regards,



Aaron Carruthers
Executive Director (A)

Enclosure

cc: Mr. Michael Wilkening
Undersecretary
Health and Human Services Agency

Designated State Agency Annual Review

June 2015

CA Department of Social Services Deliverables	DESCRIPTION	Exceed Expectations	Meet Expectations	Not Meet Expectations
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1. ACCOUNTING:

a. Accounts Processing	Process accounts payable/receivable & contract invoices; cash receipts; cash management activities;	X		
b. CalSTARS Table	Maintain labor distribution & cost allocation; Process CalSTARS functions, corrections, key entry contract review, payroll tapes and other as needed;	X		
e. Account Maintenance	Maintain Office Revolving Fund and General Cash using CDSS checking accounts;	X		
f. Encumbrance Accounts	Review and encumber procurement documents; process and maintain encumbered accounts;		X	
g. Account Reconciliations	Maintain general ledgers, direct transfers, reports, business services; fixed asset report, year-end financial statements, appropriations and CalSTARS account coding;		X	
h. Federal Reporting	Process all Federal reconciliations, grants, reports, Allotment Expenditure Ledgers;	X		

2. BUSINESS SERVICES:

a. Mail Services	Payroll delivery		X	
b. Forms Management	Process printing and reproduction requests utilizing DGS & Office of Publishing; provide consultation, planning and design services for forms;		Please see note	
c. Transportation Vouchers	Maintain, order and distribute transportation vouchers for SCDD; maintain voucher records;		Please see note	
d. Property Management	Prepare & maintain service agreements for copiers & mail machines; provide & maintain equipment for loan; maintain equipment inventory records; coordinate physical inventory of all equipment;		X	
e. Telecommunications	Provide consultation, training & maintenance of new and current phone lines; calling-cards, cellular phones, 800 number billing activities and CALNET contract service maintenance;		X	
f. Purchasing	Process supplies order requests, publications, subscriptions, and equipments; ensure correct bidding process is utilized; Cal-card maintenance;		X	
g. Space Planning & Acquisition	Search for new or additional office space & location; office alterations; facility maintenance; lease renewals; office design & charge; furniture relocation; computer move and installation; electrical changes and additions;	X		

CA Department of Social Services Deliverables	DESCRIPTION	Exceed Expectations	Meet Expectations	Not Meet Expectations
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3.PERSONNEL SUPPORT:

a. PS222 Processing	Review PS 222 package for completeness and compliance;create 607's; act as authority & provide operational direction on all personnel issues as it relates to PS222 processing or payroll issues; conduct Skelly & Coleman hearings;		X	
b. Pay Records	Complete payroll and position control functions in accordance with control agency policies and procedures; This includes employees Workers' Compensation; maintain SCDD official personnel files		X	

4. INFORMATION TECHNOLOGY:

b. Server/Network Support	Perform backups & restoration as needed; patch management servicer software; test and upgrade server systems and utilities; defragmenting server's hard drive as needed; configure and update printer queues and hardware; Active Directory & Group Policy Object support; repair & maintenance on all hardware & equipment; Anti-virus security signature distribution; SQL database support & mgt; server monitoring and audits; troubleshooting;		X	
c. Exchange Services and Support	Email accounts administration; adds,deletes and renames; develop mailbox, resource mailbox and distribution lists and data inventory; develop migration plan to new providers if needed;		X	
f. IT Infrastructure	DHCP for Site 39; static IP; WINS; DNS; AD for Authentication and Global Catalog lookup for Outlook; folder security via Global Group; SMS-Patch Management;		X	

Notes:

2b. DSS has not provided this service. SCDD completes this task on its own. SCDD does not need this service. This deliverable will be removed from future contracts.

2c. SCDD discovered overcharges in this program. SCDD and DSS worked together to address the situation. \$32k is to be reimbursed to SCDD.